

WORKFORCE DEVELOPMENT SPECIALIST III

DEFINITION

This is highly technical work performing workforce development services in the central office for the Division of Workforce Development.

An employee in this class directs a limited function of workforce development programs in terms of planning, development, evaluation, monitoring, technical assistance and functional supervision. Work includes public relations contact with a variety of public and private entities engaged in workforce development activities. Work involves assisting with the development of grant or contract applications/modifications and assisting in the establishment of new workforce development programs. Work is performed under the general supervision of a workforce development supervisor or other administrative superior.

Any one position may not involve all of the specified duties or knowledges, skills and abilities, nor are the listed examples exhaustive.

EXAMPLES OF WORK

Provides functional supervision to field staff and performs highly technical work in one or more areas such as employer relations, community organization, training coordination, etc.

Plans, develops and functionally supervises activities such as selective placement programs with special emphasis on the development of job opportunities for the disabled or older job seekers; welfare recipients; convicted felons; and other workforce development programs.

Prepares and gives presentations to public and private entities about workforce development programs and services.

Provides technical assistance to workforce development service providers.

Conducts moderately complex studies of workforce development needs for the purposes of developing plans, contracts, modifications, grant applications and new programs.

Compiles reports on employment and training developments, progress made in implementing job development and training plans, and on the effectiveness of program administration.

Monitors the activities of the employment and training program grantees in order to assure that the terms of the grant/contract are being met and that the job development and training needs of the unemployed are being met.

Provides technical assistance to local offices for the solution of special employment and personnel problems.

Performs other related work as assigned.

EXAMPLES OF KNOWLEDGES, SKILLS AND ABILITIES

Considerable knowledge of occupations and the qualifications required of workers.

Considerable knowledge of current social, economic and industrial problems related to workforce development programs.

Considerable knowledge of principles of organization and management objectives underlying the workforce development system and the applicable state and federal laws.

Working knowledge of state and local government organization, operation and resources.

Ability to establish and maintain cooperative working arrangements with employees, employers, service contractors, and with governmental, civic, labor and other public groups.

Ability to interpret and apply complex operating instructions, regulations, procedures, etc.

Ability to communicate effectively.

WORKFORCE DEVELOPMENT SPECIALIST III (Cont'd)

EXAMPLES OF KNOWLEDGES, SKILLS AND ABILITIES (Cont'd)

Ability to exercise good judgment in appraising situations and making decisions.

EXPERIENCE AND EDUCATION QUALIFICATIONS (The following entrance requirements are used to admit or reject applicants for merit system examinations, or may be used to evaluate applicants for employment in positions not requiring selection from merit system registers. When applicable, equivalent substitution will be allowed for deficiencies in experience or education.)

One year of experience as a Workforce Development Specialist II or a Workforce Development Supervisor II.

OR

Two years of experience in the areas described below, of which one year must have included work in economic development, job placement, employment counseling, employer services, training assessment, job development or closely related areas; and graduation from an accredited four-year college or university with specialization in psychology, sociology, social work, labor economics, education, business, personnel or public administration, or closely related areas. (Experience in the areas described below may be substituted on year-for-year basis for deficiencies in the stated education. Graduate work in psychology, sociology, social work, labor economics, education, business, personnel or public administration, or closely related areas may be substituted on a year-for-year basis for a maximum of one year of the stated general experience.)

AREAS OF QUALIFYING EXPERIENCE

1. Technical or professional work in the fields of social service, education, job placement, community organization or related areas, or in business, personnel or public administration involving responsible public contact.
2. Military experience, at the E-5 level or above, in recruiting or personnel administration involving interviewing, selection, classification, placement or counseling.

(Eff. 7/1/99)